Minutes of IEEE REGION 3 ExCom Meeting

5 March 2012

Attendees:

David Green	Ken Pigg
Mary Ellen Randall	Paul Goodson
Gregg Vaughn	Bill Williams
Don Hill	Bill Ratcliff
John Parr	Josh Shank
Wilfred Roberts	James Imanian
Bill Marshall	Tom Weldon
Bill Tiedemann	Daniel Tulloch-Reid
Sean Haynes	Jeff Dowdell
George McClure	Al Burke
Butch Shadwell	Nate Quirk
Brian Kowald	Anastasia Davis
Ron Ogan	Chris Hardy
Samer Meshreki	Bill LaBelle
Roy Harris	

1. ExCom Meeting

Director Green welcomed the ExCom members to the e-conference at 9:05 PM EST and thanked them for their participation. Director Green reviewed the plans for the evening. The group used IEEE's WebEx Web Meeting service.

2. The agenda was reviewed and approved including the consent agenda.

3. The consent agenda consisted of these items.

- Received the reports listed in the Information Agenda
- Approved the minutes of its 13 February 2012 Meeting as amended. Mary Ellen Randall pointed out that it was Tom Weldon who led the training for the North Carolina Council. The minutes of 13 February 2012 have been corrected.

4. Director Green presented his report. He said that he would submit a longer written report prior to the Region 3 Committee meeting at SoutheastCon 2012. He also invited those interested to attend his Introduction to the IEEE teleconference on Monday 12 March 2012 at 9:00 PM EDT. At this meeting he will present an introduction to all of the IEEE especially to items related to Region 3. He asked ExCom members and Section Chairs to submit their reports prior to SoutheastCon 2012.

5. Director-Elect Randall presented her report. She stated that she is working with Bill Ratcliff on the member engagement part of the Region 3 Committee activities at SoutheastCon 2012.

6. Secretary Vaughn reported that all reports received by 7:00 PM EST today were posted to the web site. Those received after that time will be posted to the web site soon.

7. Treasurer Hill presented his report.   He reported that the Region has spent about $10,000.00 so far this year.

7.a Financial Status. Don Hill presented a treasurers report showing the expenses versus budget for the first two months of 2012. The report will be posted in the private section of the web site. He asked members to follow the instruction on the web site for travel expense reports and to send those reports by email to him at dhill@uky.edu.

7.b L-50 Reporting. Don Hill reported that he is still working with Sections on their L-50 reports. He said that he needs a list of the Sections in Region 3 that have not yet completed the L-50 form. The L-50 for the Region is not yet complete. He did not see any problems in getting the L-50 for the Region completed on time.

<Action Item From February 2012> Don Hill is to send an email message of L-50 help to the Sections.

<Action Item From February 2012> Don Hill is to give the Secretary a summary report for the Region's accounts for archival purposes.

8. Past Director Stogner was not present at the meeting because of his participation at the IEEE Electrical Vehicle Conference.

9. Action Agenda

9.a There were no items on the action agenda.

<COMPLETED: Action Item from February 2012> Bill Ratcliff to produce a new copy of the Operations Manual that includes the approved changes.

10. Discussion Agenda

10.a – SoutheastCon 2012 update. Sean Haynes reported that things are falling into place for SoutheastCon 2012. We have reached our room block. We will get 20% discount on food events. George McClure sent an email message with the latest occupancy figures. He said that we have reached 91%.

<COMPLETED: Action Item from February 2012> George McClure to determine if wireless Internet access is available at the hotel. Wired Internet access will be provided in the lodging rooms for guests who are members of Wymdham "By Request," which is free. Bring your own Ethernet cable.

<Action Item from February 2012> Lee Stogner will share some funding ideas with the SoutheastCon 2012 team through George McClure.

10.b – SoutheastCon 2012 Region 3 Meeting. Director Green presented a schedule of the Region 3 meetings that are to be held in conjunction with SoutheastCon 2012 in Orlando.

Bill Ratcliff is working on the presentations and workshops about member engagement for Saturday at SoutheastCon. The Section leaders should get a plan for collecting data from their sections so that member engagement can be encouraged. They will learn engagement by doing. Bill told all of us to come prepared to participate.

The proposed agenda for Saturday afternoon at SoutheastCon includes Reports from Breakouts, Reports from Sections, and a report from John Day on the member segmentation survey.

Anastasia David reminded everyone to come to the Women in Engineering (WIE) Meet and Greet event on Saturday evening before the banquet. The discussion will include recruitment, member engagement, collaboration, speaker sharing and tools.

10.c – Conference Task Force. Jim Conrad was not present at the ExCom meeting.

<<Action Item from January 2012>> Jim Conrad - Make arrangements for the Conference Task Force meeting at SoutheastCon.

11. Old Business

11.a – Review Action Items from previous meetings.

Date and Location of Next Meeting

The next meeting of the Region 3 ExCom is scheduled for a teleconference on 23 April 2012.

Having concluded the agenda, Director Green adjourned the meeting at 10:30 PM EST.

Respectfully submitted,

Gregg Vaughn
Secretary